The Administration Committee met Tuesday, January 26th, 1915.

Place of Meeting:- Assembly Room.

Present:- Mrs. Crane, Chairman; Mrs. Sinclair, Mrs.Brownell, Mrs. Hopper, Mrs. Honeyman, Miss Fish.

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The meeting was opened with prayer by Mrs. Crane, after which the minutes of October 19th were read and approved.

MR. BULL
HOME MISSION
MONTHLY

The Secretary reported that Mr. Bull, clerk in the Home Mission Monthly office has been placed on the pay roll of the Home Mission Monthly on half salary, beginning February 1st, in accordance with the recent action of this committee.

STUDENT
WORK

It was reported that check for $150.- has been handed to the Treasurer of the Joint Committee on Student Work account of expenses of the Student Secretaries. This was done in accordancewith the action of the Woman's Board governing the rules of the Student Committee. The Secretary also reported the receipt of certain financial statements received from the Treasurer of the aforesaid committee, which statements have been handed to the chairman of the Administration Committee.

TELEPHONE
MRS. POTTER

The chairman reported the request of Mrs.Waid

for the installation of a telephone in Mrs. Potter's office. After discussion it was agreed that this matter is one to be acted upon by the Joint Student Committee, since it now governs its own expenditures for expenses other than salaries.

REPAIRS ASSEMBLY ROOM

The matter of the cost of repairs on the furniture, carpets, etc., in the Assembly Room was then presented for consideration as to whether the Woman's Board shall always assume half the cost of such repairs when made.

Upon motion made by Mrs. Brownell, seconded by Mrs. Sinclair, it was voted that all such repairs shall be shared equally by the Woman's Board in conjunction with the Board of Home Missions.

STENOGRAPHER SECRETARIES

Miss Long was called before the committee to explain the reason for her request, and the request of Mrs. Gildersleeve for a stenographer to take the place of Miss Lillian Post who severed her connection with the office January 15th. After full explanation and discussion by the members of this committee, it was moved by Mrs. Honeyman, seconded by Mrs. Sinclair, that the Secretary and Associate Secretary be granted the services of Mrs. E. E. Davidson, stenographer, for four days a week at a salary of $3.- per day, from January 15th, to April 1st, 1915, at the end of which time one of the clerks in the Literature Department shall be used if one of them shall be found who is capable of filling the position.

OFFICERS ANNUAL MEETING

It was moved by Mrs. Sinclair, seconded by Mrs. Brownell, that the following officers shall represent the Woman's Board at the Annual Meeting to be held in Rochester in May:-

Mrs. Bennett, President,
Miss Long, Secretary,
Miss Petrie, Young People's Secretary,
Miss Fish, Treasurer,
Mr. Allaben, Superintendent of Schools,
Miss Finks, Editor of Home Mission Monthly.

It was deemed wise that Mrs. Gildersleeve be left in charge of the office during the absence of the other officers.

FILING CABINET LITERATURE DEPARTMENT

In response to the request of Miss Rue for one #259 White Oak Cabinet Vertical Letter File (Clark and Gibby) it was moved by Mrs. Hopper, seconded by Mrs. Sinclair, that in view of the fact that the filing cabinet referred to is an absolute necessity, the same be granted and the purchase made at once.

SALARIES CLERKS

In accordance with the salary schedule it was voted to allow $5.- a month increase on the salaries of the following clerks beginning April 1st, 1915:-

Miss Dorothy Adams, stenographer to the Associate Secretary;
Miss Marion Smith, stenographer to the School Superintendent;
Miss Florence Goddard, filing clerk.

There being no further business, the meeting adjourned.

Minnie L. Crane
Chairman.

Dora M. Fish
Secretary.

The Administration Committee met Tuesday, February 9, 1915.

Place of Meeting:- Mrs. Potter's Room.

Present:- Miss Hyatt, Acting Chairman; Mrs. Brownell, Mrs. Lindeman, Mrs. Honeyman; Mrs. Hopper, Miss Fish.

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The meeting was opened with prayer by Miss Hyatt, after which the minutes of January 26, were read and approved after striking out the last paragraph in regard to the administration budget.

VACATIONS CLERKS

The Secretary then called to the attention of the committee the fact that the action taken concerning the Literature Department, whereby the Board of Home Missions withdraws from this Department on April 1st, 1915, now makes the way clear for the final settling of the matter of vacations for clerks. By reference to the minutes of the Woman's Board of September 15, 1914, it was found that the following action was taken:-

> "After a long discussion in regard to length of vacations for clerks and assistants a motion to allow four weeks instead of two weeks as recommended by the committee was lost. However, owing to the fact that the Literature Department, being a joint department, is not granted alternate Saturdays off, it was moved and carried that the matter of vacations for clerks be referred back to the committee for consultation with the Board of Home Missions in regard to the Literature Department, and for final recommendation on the whole subject of vacations for clerks.

'The recommendations in regard to sickness and one day off at Christmas, also office hours, were accepted.

'Pending the conference between the Committee and the Home Board, it was voted to leave the final adoption of the entire recommendation covering vacations, etc., until the next meeting of the Board."

In view of the fact that the Board of Home Missions is not now a party to be considered in the matter of the Literature Department for the reason above stated, the subject of vacations for clerks was once more fully and carefully considered, after which discussion it was moved and carried that this committee recommend to the Woman's Board the adoption of one of the two following suggestions:-

1. That two weeks' vacation be granted in the summer with every other full Saturday off, and the other Saturdays at the office until 1 P. M.

Alternative.

2. That four weeks' vacation be granted in the summer, with all Saturdays at the office until 1 P. M.

These recommendations to apply to all clerks of more than one year's service; those of less length of service to be governed by the months of service.

Owing to the fact that the four clerks to be dismissed from the Literature Department April 1st, by reason of the changes to be made in the work of that Department, will have completed almost another year's service, it was voted to recommend to the Woman's Board that the said clerks be allowed vacation salaries.

(Moved by Mrs. Hopper, seconded by Mrs. Lindeman.)

STUDENT WORK BUDGET

The chairman then read the following statement received from the Joint Committee on Student Work covering matters of finance:-

"Several months ago when there was opened an account for traveling and office expenses in the name of Joint Committee, the treasurer of one of the largest co-operating Boards urged that this account be extended to include salaries and rent so that one check instead of four might cover the Board's obligations to Student Work.

It had also occurred to some of us that it was hardly an ideal system which necessitated the payment to our secretaries of each month's salary in seven sections.

We therefore recommend to all co-operating Boards that they approve a unified payment monthly or quarterly, in advance, of a specified sum that shall cover all expense in connection with the work of Joint Committee.

To this end a sub-committee has carefully compiled a budget which it begs to submit with the following explanations:

The amounts have been estimated after a study of our expenditures for the last three years, but expept in the case of fixed charges a comfortable margin has been left to cover possible contingencies. It being deemed advisable to forestall any necessity for again approaching the Boards financially during the twelve months.

Should it appear toward the close of the year that the amount asked for had been in excess of requirements, payment of the last installment could be reduced or remitted accordingly.

From time to time our secretaries receive voluntary remuneration from Conferences where they teach classes or from groups of persons whom they address. Such assets of course vary and the amount cannot in any way be foretold. Our budget is therefore made up without reference to it.

During the past three years there has been received in this way $47.- $143.- and $89.- respectively, which has been applied to the fund for traveling expenses of the Student Secretary.

Any such receipts will always be noted in the monthly statements sent by the treasurer of Joint Committee to the presidents, student secretaries and treasurers of all co-operating Boards.

It will be necessary to remember that one-half of the sum named is assumed by the Woman's Board of Home Missions; multiplying the remaining half by the pro-ratas for the present fiscal year will give an approximate idea of the shares allotted the Foreign Boards. The exact approximate can not be made until after March 15th when the new pro-rata will be figured for the succeeding twelve months.

BUDGET FOR 1915-16.

Rent ./.....	$300.-
Salaries two Secretaries.....	2400.-
Travel.....	1300.-
Administrative.....	260.-
	$4260.-
Margin.....	300.-
	$4560.-

It may be in order to explain that administrative expenses cover printing, stationery, postage, stenography and typewriter rent (during the months when one of the Secretaries is at headquarters), office supplies, etc.

The margin has in view the probability of heavier expense for postage, printing and stenography. Our correspondence is now national and the authorized policy of work among the women of the church will probably necessitate additional expense incident to growth and expanding opportunities.

While there is no actual understanding, it was thought possible that the Boards might wish to make a small advance in the salary of the Associate Secretary at the beginning of her second year of service August first. The margin includes $100.00 to be put to this use should it be deemed advisable.

Grace Rogers Walker,
Treasurer. "

The first matter to be considered in connection with this statement was the paragraph relating to the payment of the salaries of the Student Secretaries monthly or quarterly in advance to the treasurer of the Joint Student Committee, Miss Grace Walker, said salaries in turn to be remitted by Miss Walker in one check, instead of seven to the Secretaries.

While it was conceded that the present form of handling the matter is without doubt most cumbersome, it seemed to the members of the Administration Committee that the difficulty lies on the side of the six Foreign Boards, and not on the side of the Woman's Board which is responsible for half of each salary.

In the first place the financial administration of the Woman's Board differs from that of the Women's Foreign Boards in that the Woman's Home Board is responsible through its Office Administration Committee for its full administration budget, the consideration of salaries, etc., and in order to control fully such matters, it is felt by this Committee that

the names of the two Student Secretaries should continue on the regular officers' pay roll of the Woman's Board, said Secretaries receiving their salary checks twice a month under the same rule which governs all other officers of the Woman's Board. Under the present system the full pay roll, of the Woman's Board is O. K'd by the Treasurer of the Woman's Board before payments are made bi-monthly. If the suggestion made by the Student Committee be followed, it would be necessary to remove the names of the Student Secretaries from the pay roll and place thereon the name of Miss Walker as the one to whom the salary checks should be paid.

It was suggested that by the adoption of the plan by the six Foreign Boards, the difficulty concerning the receipt of seven checks by the Student Secretaries would be reduced to two checks.

In view of the whole situation, it was voted to recommend that the salaries of the Student Secretaries be paid by the Woman's Board under the rule which now governs all officers of the Board.
(Moved by Mrs. Hopper, seconded by Mrs. Lindeman.)

The second item to be considered in the statement presented by the Joint Committee on Student Work was the proposed Budget for 1915-16. Eliminating the matter of salaries from the Budget as stated, it was voted to recommend that the following Budget be approved by the Woman's Board and one-half the amount, namely, $1,030.---, be assumed by this Board:-

Rent	$ 300. -
Travel expenses, two Secretaries	1,300. -
Administrative expenses	260. -
Margin	200. -
TOTAL	$2,060. -

Under the action of the Woman's Board under date of October 6th, 1914, all amounts for travel and administrative expenses are now paid in bulk to the Treasurer of the Student Committee, and it is recommended that the item of Rent be included also.

In regard to the matter of increasing the salary of the Associate Student Secretary, Miss Laughlin, from $900. - to $1,000. - beginning with her second year of service, August 1st, 1915, it was voted to recommend that this increase of $100.- be granted.

(Moved by Mrs. Brownell, seconded by Mrs. Lindeman.)

ADMINISTRATION BUDGET 1915-16

The matter of the Administration Budget for 1915-1916 was then carefully considered by the Committee, the treasurer's report of last year being checked over with the various items under consideration. After a full discussion of the subject, it was voted to recommend the adoption of the following administration budget for 1915 - 1916:-

BUDGET

1; Salaries Officers	$ 8,500.-
Secretary	
Associate Secretary	
Treasurer	

Y. P. Secretary (one-half) - - - - - - - - - - - - - - -		
Student Secretary (one-half) - - - - - - - - - - - - -		
Associate Student Secretary (one half) - - - - - - -		
Editor Home Mission Monthly - - - - - - - - - - - - -		
Salaries Clerks - - - -(Including Home Mission Monthly)		$14,580.-
Postage -		2,000.-
Printing and Stationery - - - - - - - - - - - - - - -		2,000.-
Office Expenses - - - - - - - - - - - - - - - - - - -		500.-
Y.P.Department - office expenses- - - - - - - - - - -		1,000.-
Over Sea and Land - - - - - - - - - - - - - - - - - -		400.-
Field Work and Traveling, (including salaries of five Field Secretaries) - - - - - - - -		7,500.-
Student Work,- office expenses, travel, postage, etc.		1,020.-
Literature Department,- including salaries, etc.,- - -		16,000.-
School Department,- including salaries of Superintendent and clerks - - - - -		9,000.-
		$ 62,480.-
Reduced by estimated sales of Literature	$8,000.-	
Reduced by Salaries of Home Mission Monthly Editor and Clerks paid by receipts from the magazine - - - - - - -	4,480.-	12,480.-
TOTAL ADMINISTRATION BUDGET - - - - -		$ 50,000.-

The budget for the School Department as above stated stands as follows:-

Salary Superintendent -	$3,500.-
Salaries Clerks -	3,240.-
Half Salary Mr. Adams - - - - - - - - - - - - - - - - - - -	1,125.-

(School Department budget continued.)

Office Expenses	$150.-
Postage, telegrams, etc.	285.-
Printing and Stationery	200.-
Traveling Expenses - Superintendent	500.-
TOTAL	$9000.-

MANAGEMENT HOME MISSION MONTHLY OFFICE

In the discussion of the administration budget, the question arose concerning the management of the Home Mission Monthly, and the reason for the lack of a financial statement in the Annual Report of the Treasurer of the Woman's Board covering the cost of conducting the magazine, also the absence of the salary budget under "Disbursements." After discussing the situation pro and con, a motion was made to the effect that Mrs. Hopper be appointed to draw up a resolution which shall recommend that the Home Mission Monthly be brought under the same regulations governing the entire management of the Woman's Board, chiefly along the line of funds held from year to year in reserve, and the appropriation of surplus money over and above the cost of managing the department. It was suggested, however, that Mrs. Hopper take up the subject with the chairman of the Home Mission Monthly Committee and the Editor of the magazine before preparing a statement to be presented to the Woman's Board.

SPEAKERS

In discussing the item of Field Work and Traveling Expenses it was deemed wise to present to the Woman's Board

the necessity and advisibility of securing additional speakers who shall present the work of the Woman's Board acceptably, it being felt that the five Field Secretaries now in the work are not sufficient to meet the demands.

There being no further business the meeting adjourned.

Minerva L. Crane
Chairman.

Dora M. Fish
Secretary.

The Administration Committee met Tuesday,
April 13th, 1915.

Place of Meeting:- Secretary's Room.

Present:- Mrs.Crane,Chairman; Miss Hyatt, Mrs.Brownell, Mrs. Hopper, Mrs. Honeyman, Mrs. Sinclair, Miss Fish.

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The meeting was opened with prayer by the chairman.

ANNUAL MEETING ATTENDANCE MRS.GILDERSLEEVE

The chairman reported the receipt of a letter from Mrs. Gildersleeve, Associate Secretary in which she asked the privilege of being present at the Annual Meeting in Rochester. The letter also contained a resume of the work in her office. After a discussion of the matter, in which it was felt that the presence of the Secretary, Miss Long, would be sufficient this year to represent the Secretaries' departments, it was moved by Mrs. Sinclair, seconded by Mrs. Honeyman, that Mrs. Gildersleeve's request be not granted. Carried.

LITERATURE DISPLAY ANNUAL MEETING

Miss Rue of the Literature Department was called before the committee to explain the request for some sort of a contrivance on which to display the industrial articles to be received from the various mission fields. Miss Rue carefully described a patented arrangement which Mr. St.John of the Home

Board will rent for something over $100.- for use during the Annual Meeting. It was felt by the committee that the sum asked is excessive for merely rental, and it was therefore moved by Miss Hyatt, seconded by Mrs. Brownell that the matter be left in the hands of the chairman to be taken up with Miss Rue and Mr. Allaben for recommendation to be referred back to the committee for final action. Carried.

EQUIPMENT TREASURY UNDER INCORPORATION

Owing to the many changes to be made in the conduct of the treasury under the Act of Incorporation, the treasurer told of the extra equipment, stationery etc. which will be required to start the treasury off on June 1st as a disbursing agency as well as a receiving agency, and asked authority to arrange for all necessary things above mentioned, it being understood of course, that the cost will be kept at as low a figure as possible.

Upon motion of Mrs. Hopper, seconded by Mrs. Brownell, the treasurer was authorized to proceed with the matter of securing the equipment, etc. referred to.

There being no further business the meeting adjourned.

Dora M. Fish

Secretary.

The Office Administration Committee met Tuesday, May 10th, 1915.

Place of Meeting:- Treasurer's Office.

Present:- Mrs. Crane, Chairman; Miss Hyatt, Mrs. Honeyman, Mrs. Linderman, Mrs. Hopper, Mrs. Brownell, Miss Fish.

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The meeting was opened with prayer by the chairman.

LEAVE OF ABSENCE Miss Nan Smith

Mr. Allaben came before the committee for the purpose of asking for a year's leave of absence for Miss Nan Smith who has been connected with the School Department for twenty-one years. Miss Smith is afflicted with writer's cramp, and the doctor has ordered a year's rest. Moved by Miss Hyatt, seconded by Mrs. Honeyman, that Miss Smith be granted a year's l leave of absence on half pay, beginning July 1st, 1915, the same to be charged to the budget of the School Department. Carried.

CONTRIVANCE FOR LITERATURE DISPLAY

Miss Rue explained a contrivance to be prepared by a carpenter for an industrial display at the Annual Meeting to be held in Rochester for which a bid of $169, had been received. Moved by Mrs. Hopper, seconded by Mrs. Linderman, that Miss Rue be authorized to proceed with the matter. Carried.

It was further moved by Mrs. Hopper, seconded by Mrs. Lindeman, that Gabriel be sent to the Annual Meeting for the purpose of assisting with the literature display.

ACTION IN RE SALARIES RECINDED

It was moved by Mrs. Honeyman, seconded by Miss Hyatt, that the action taken at a previous meeting concerning the salaries of officers be rescinded. Carried.

There being no further business the meeting adjourned.

Dora M. Fish

Secretary.

The Administration Committee met Friday, September 10, 1915.

Present:-Mrs Hopper, Chairman and Miss Parker.

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The meeting was opened with prayer by Mrs Hopper.

MISS FINKS TO WORK AT OFFICE

It was decided that Miss Finks should be told that the Office Administration Committee expects her to do her work as far as possible at her offiee, in order that she may more closely supervise the work of her office, and that her stenographer may not lose time in travelling to and from Miss Finks' home.

NEW CLERK FOR HOME M.MONTHLY

It was agreed that the new clerk needed in the office of the Home Mission Monthly should be secured at a salary not to exceed $50 per month. Also that Miss Long's request for the services of Miss Anton at $30 per month be granted.

FILING CABINETS DISPLAY FIXTURES

The request of Mrs. Gildersleeve for filing cabinets for the filing department and of Miss Rue for display fixtures for the salesroom were granted.

MRS. BAKER'S SALARY RAISED

It was decided to recommend to the Board that Mrs. Baker's salary be raised from $900 to $1,000 per year, because of enlargment of her office, and in view of her long and faithful service.

MISS TAFT
MISS EATON
RETIRED

It was further decided to recommend to the Board that Miss Taft be retired on half pay on Nov. 19th, this date marking the close of twenty-five years of service with the Board; and also to recommend that Miss Eaton be retired on half pay from Nov. 1st.

Mabel Gridon Parker

Secretary. pro tem.

The Administration Committee met Tuesday, October 5, 1915.

Present:- Mrs. Hopper, Chairman; Mrs. Brownell, Mrs. Allen, Mrs. Corning, Miss Hyatt, Miss Parker.

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The meeting was opened with prayer by Mrs. Hopper, after which the minutes of the Sept. meeting were read and approved.

Many matters relating to office administration were presented and discussed.

RETIREMENT MISS EATON MISS TAFT. CONDITIONS CHANGED

A motion was made and carried, to reconsider the action of the previous meeting in regard to the retirement of Miss Eaton and of Miss Taft, and to correct the minutes to accord with this action. A motion was made by Mrs. Allen, seconded by Mrs. Brownell, that the Office Administration Committee recommend to the Board that Miss Eaton be retired on December first and that the Board present her with a gift of $500 in appreciation of her long and faithful service. Mrs. Corning moved, seconded by Mrs. Allen, that Miss Taft be retired on December first with a gift of $300. Both motions carried.

MISS ROWLEY LEAVE OF ABSENCE

The request of Miss Rowley for one month's leave of absence without pay was granted.

MISS FINKS RUGS

It was voted to give Miss Finks the rugs needed for her office.

TOILET EQUIPMENT

Necessary equipment for toilet room granted.

REST ROOM

Mrs. Hopper was empowered to select and rent a room to be used as a Rest Room.

BILLS GONE OVER

Mrs. Hopper called to the attention of the Committee the article in the By-laws stating that all office bills shall be gone over by the Office Administration Committee. Mrs. Hopper was authorized to do this for the Committee.

MISS CROWELL PAID BY OUT-PUT, TO WORK HOME

After conference with Mrs. Tillinghast, Chairman of the Publication Committee, Miss Hyatt moved, seconded by Miss Parker, that Miss Crowell be paid by out put of work, and that she do her work at home, thus saving office rent.

Mabel Gross Parker

Secretary, pro tem.

The Administration Committee met Friday, November 5, 1915.

Present:- Mrs. Hopper, Chairman; Mrs. Honeyman, Mrs. Allen, Mrs. Brownell, Mrs. Corning, Miss Parker.

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The meeting was opened with prayer by Mrs. Honeyman, after which the minutes of the last meeting were read and accepted.

MISS PARKER SECRETARY

Upon motion of Mrs Allen Miss Parker was elected secretary of the Office Administration Committee.

SALARY RAISED

As it has been impossible to obtain the clerk needed in the office of the Home Mission Monthly at a salary of $50 per month, the amount previously agreed upon, it was voted to raise the salary to $55.

SALARY NEW ASS'T

Upon motion of Mrs Honeyman, seconded by Mrs. Allen, the Committee voted to pay whatever salary may be necessary to the new assistant needed in Miss Long's office to fill the vacancy left by Miss Boynton's resignation.

SALARY RAISED MISS KRUGER

Voted to raise the salary of Miss Irene Kruger in the filing department from $35 to $40 per month from Nov. first, to accord with the salary schedule.

NEW CLERK LIT. DEPT

voted to give Miss Rue the additional clerk needed in the Literature Department.

MISS EATON GIFT, MISS TAFT'S PENDING

The board having rejected the recommendation of the Office Administration Committee in regard to Miss Eaton and Miss Taft, and having asked the Committee for further recommendation, it was moved by Mrs. Corning, seconded by Mrs. Allen, that Miss Eaton be retired at the close of the fiscal year with a gift of $500. The motion was carried, Mrs. Honeyman voting against it. It was decided to defer action concerning Miss Taft pending further investigation concerning her financial circumstances. A motion was carried that the Home Board be asked whether in view of Miss Taft's close connection with it in past years, the Board would now be willing to render some financial aid to Miss Taft.

HOLIDAY ELECTION DAY

Election Day having been omitted from the list of holidays for clerks, it was voted to recommend to the Board that this holiday be included.

REPORT OF RESIGNATIONS

The resignations of Miss Crowell and Miss Rowley, assistant in the treasurers' office, were reported by Mrs. Hopper. This announcement was made simply for information. No action on the part of the Committee was necessary, as the resignations were final.

Mabel Gruhn Parker.

Secretary.

The Administration Committee met Tuesday, November 23, 1915.

MISS WALSH VACATION

A called meeting of the Office Administration Committee was held on Tuesday, Nov. 23, to take action on the case of Miss Isabel Walsh who is ill. Mrs. Cobb moved, seconded by Mrs. Honeyman, that Miss Walsh be granted two week's vacation with salary, ~~upon recommendation of the Committee~~.

Mabel Gordon Parker.

Secretary.

The Administration Committee met Tuesday, December 7, 1915.

Present:- Mrs. Hopper, Mrs Allen, Mrs. Honeyman, Mrs.Cobb, Mrs. Corning, Miss Parker.

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The minutes of the last meeting were read and approved.

TYPEWRITERS

It was voted to grant Miss Rue the typewriter and chair needed in her office; and to give Miss Long the typewriter she needs.

MISS ROTHMAYER TRANSFERED

Mrs. Hopper stated that Miss Martha Rothmayer had been transferred from the Literature to the Treasury Department at a salary of $40 per month, an advance of $5, to take the place of Miss Garland.

LUNCHEON SERVED?

It was decided to serve no luncheon at the meeting of the Board on December 14th, but to ask the Board to enlighten the Committee as to its wishes concerning providing and serving lunch. Mrs. Corning and Mrs. Cobb were appointed a committee of two to investigate the whole matter of serving luncheon, to report on necessary equipment, etc. and to bring in a recommendation to submit to the Board.

MISS TAFT'S RETIREMENT FIXED

The glad announcement was made that a relative of Miss Taft's had offered her ample financial provision for life. Although Miss Taft's official resignation has not yet been received, it is understood that it will take effect on Dec. 15. In view of this Mrs. Honeyman moved, seconded by Mrs. Allen, that the

MISS TAFT CONTINUED

Office Administration Committee recommend to the Board that Miss Taft be presented on her retirement with a gift of $300, with the explanation that the Board of Home Missions has been approached in this matter, and it is the expectation will contribute one half of this amount. Motion carried. Mrs. Honeyman was asked to reply to Miss Taft's letter of resignation when received, and to express to her on behalf of the Committee, appreciation of her long and faithful service.

RETIREMENTS CONSIDERED

Upon motion of Mrs. Honeyman, seconded by Mrs. Corning, the action of the previous meeting in regard to Miss Eaton was reconsidered. After long and earnest discussion, Mrs. Cobb, seconded by Mrs. Allen, made the following motion, "Realizing that at any time on account of ill-health or inability to perform assigned work, it may become necessary to dispense with the services of those who, perhaps for years have been employed by the Board, the Committee on Office Administration would ask that at an early date the Board consider and determine what shall be the policy of the Board in regard to such retirement or discharge;" and also,

MISS EATON ~~AGAIN DISCUSSED~~

"Your Committee or Office Administration recommend that Miss Eaton on account of ill-health, be retired as soon as possible and that she receive her full salary until the close of the fiscal year. We ask the Board to determine what future provisions shall be made for her." Motion carried.

QUORUM

The question of a quorum was brought up. Mrs. Allen moved, seconded by Mrs. Honeyman, that three constitute a quorum of the Office Administration Committee.

SALARIES TO BE CONSIDERED IN JANUARY

Several questions relating to the salaries and transfers of clerks were discussed. It was finally voted that at the January meeting the whole question of salaries be fully considered and that no change in present salaries be made until after this meeting.